

Muscogee County Library Board Meeting
Thursday, October 27, 2011
Columbus Public Library

Minutes

Members Attending

Frank Star	Barbara Mack	Owen Ditchfield
M. A. Dowdell	Mimi Childs	Susan Andrews
Meridith Jarrell	Clark Gillett, Jr.	Rick Covington
Gary Griesheim	Cristina Richards	Carleton Coleman

Members Excused

John Wells	Lisa Goodwin
Norene Marvets	Price Walker, Jr.
Michelle Griffin	

Others Attending

Claudya Muller, CVL Director
Lyn Anderson, CVL Chief Financial Officer
Debbie McGreggor, Administrative Assistant to the Director
Susan Hayes, CVL Collection Coordinator

Chair Frank Star called the meeting to order at 12:59 p.m.

The Chair asked if there were any corrections to the minutes of the September 22, 2011 meeting. Owen Ditchfield questioned the appearance of Pat Hugley-Green under Members Excused. Dr. Andrews stated she thought Norene Marvets was the replacement for Ms. Hugley-Green and would verify that was the case. Ms. Muller stated she felt Ms. Hugley-Green was listed in error. Clark Gillett moved and M. A. Dowdell seconded the minutes be approved as corrected. **The motion passed unanimously.**

PUBLIC COMMENT – There was none.

The Chair announced that Susan Hayes, Collection Development Coordinator, would provide a presentation after the meeting on some new services being offered by the Library.

FRIENDS OF LIBRARIES – Gary Griesheim reported the next FOL book sale will be April 18 – 22, 2012. Mr. Griesheim stated that the FOL provided funding for a Volunteer Appreciation Luncheon in September. He said the luncheon was well attended and appreciated by the

volunteers. The recent essay contest sponsored by the FOL had 71 entries. The FOL will have a special book sale Tuesday and Wednesday (November 1st and 2nd).

TREASURER'S REPORT – M.A. Dowdell deferred the report to Lyn Anderson. Mr. Anderson reported the financials are in order. He stated that revenue is on target and expenses are a little under due to positions not being filled. Gary Griesheim moved to approve the Treasurer's Report as distributed. Barbara Mack seconded the motion. **The motion passed unanimously.**

DIRECTOR'S REPORT – Claudya Muller added to her report that Dorothea Benton Frank would appear tonight (Thursday, October 27, 2011) at 7 p.m. in the Columbus Public Library as part of the Big Read.

Ms. Muller reported that Newt Aaron had informed her that temporary seeding and mulching is being done to the property located behind the library.

Ms. Muller reported that interviews continue for the position of Deputy Director. She stated that interviews with four individuals had been held via Skype and two of those individuals invited to the library for face-to-face interviews. Unfortunately, one of those two individuals has had to drop out of seeking the position due to the health of her mother. The other individual will be onsite next week for a face-to-face interview.

UNFINISHED BUSINESS

Landscaping – Rick Covington asked if anything further had developed from the group that had wanted to put a playground on some of the property located behind the library. Dr. Andrews stated that this group is still continuing to raise money. She said they hope to raise enough money to provide for a small endowment to pay for the operation of the playground.

NEW BUSINESS

Operations Committee – The Committee brought forth four (4) recommendations for Board approval. Committee Chair Barbara Mack asked Claudya Muller to provide further commentary on the recommendations.

- a. Job Description Revisions
 - i. Programming and Communications Coordinator
 - ii. Fund Development/ Online Marketing Coordinator

Ms. Muller stated a year ago, Linda Hyles went from 40 hours per week to 19 hours per week. Many of her responsibilities went to Henry McCoy along with his regular programming duties. After a year, it was determined that Mr. McCoy could not handle the duties of Programming Coordinator and all of the duties of the Marketing Coordinator. Therefore, the marketing portion of the job has been divided so that Mr. McCoy will handle print, television, radio, etc. marketing

while Ms. Hyles will take on the electronic media portion of marketing, i.e. Twitter, Facebook, Text Messaging, etc. and her hours will increase from 19 hours to 30 hours per week.

iii. Computer Support Specialist

Ms. Muller explained to the Board that since the Library was unable to hire a Network Administrator, the work has been outsourced to a company that will maintain that portion of the system 24/7 and will also maintain 24/7 support. The IT Department is currently down from 5 fulltime positions to 2 fulltime positions. Ms. Muller stated the Computer Support Specialist (part-time) will help with the day-to-day maintenance of onsite computer/electronic equipment.

Chair Mack asked Lyn Anderson to address the funding of these positions. Mr. Anderson stated that even with the increase in hours of the Fund Development/Online Marketing Coordinator position, funding for all three positions is covered through attrition of the open positions.

b. CIR1 – Library Card Policy Revision

The purpose of this revision is to change the Guest Smart Card to a Visitor Pass. This policy will also combine all other policies pertaining to library cards into one policy.

Chair Mack asked that the Board approve the Operations Committee recommendations as presented. **The Board approved the recommendations unanimously.**

Combined November/December Meeting – It is customary for the Library Board to combine their November and December meeting into one meeting. After discussion, the Board agreed to combine the November and December meeting and to meet on Thursday, December 1, 2011. The time and location of the meeting will remain the same.

CHAIRMAN'S REPORT

Chair Star informed the Board he had met with the President and the Executive Vice President of the Woodruff Company. The Woodruff Company is a major developer in Columbus and is planning a large development in north Columbus that will include single family homes, apartments, retail space, etc. They are interested in also having a library in that area and would donate the land for a branch to be located there. The Chair explained to them that it would be beneficial if they not only donated the land but built the building as well. The Library System could staff and provide the materials required for the library.

The Chair stated that in a discussion with Dr. Andrews about the proposed library, he was informed that the school district owns quite a bit of property and has property available in the northeast area of Columbus.

The Chair stated the meeting with the Woodruff Company was beneficial and informative. No further communication has been received since the meeting.

The Chair reported that the lunchtime meetings between the Muscogee County Board of Education members and the Library Board have been going very well. He stated the lines of communication are definitely benefiting from these meetings.

The Chair asked Barbara Mack to serve as Chair of the Nominating Committee. He stated that only one Board member would be leaving the Board at the end of the year and that was Mimi Childs. He asked for volunteers to serve on the committee. Gary Griesheim and Cristina Richards agreed to serve. He asked that the Nominating Committee have a proposed new member for approval at the next Board meeting on December 1st. The Committee will also be responsible for providing a slate of officers for 2012 to be voted on at the December 1st meeting and appointing someone to fill the position vacated by Mimi Childs on the Chattahoochee Valley Libraries Regional Board.

There being no further business, the meeting adjourned at 1:35 p.m.